



Commonwealth of Massachusetts
**Department of Housing &
Community Development**

Mitt Romney, Governor

Kerry Healey, Lieutenant Governor

Jane Wallis Gumble, Director

Public Housing Notice – 2006-10

To: All Local Housing Authorities
From: Carole E. Collins, Director, Bureau of Housing Management
Subject: SAPHIRE Phase I Training Registration
Date: August 29, 2006



Hopefully you are all enjoying a safe and wonderful summer. In preparation for PHASE I of the SAPHIRE (State-Aided Public Housing Intake and Referral Elements) program, we have scheduled training sessions for all Local Housing Authorities (LHAs). These sessions will provide you and your staff with the information needed to access electronic housing applications submitted by Housing Assistance Providers (HAP) on behalf of applicants via the Virtual Gateway.

Staff members from your LHA who need access to applications for homeless shelter residents and have been identified to use the Virtual Gateway Application Inbox must attend this training. A variety of class dates, locations, and times have been set up that we hope will make it convenient for your staff to attend training prior to system rollout.

Course Offerings:

The **Virtual Gateway Application Inbox** training classes cover the following topics:

- Getting Started in the Virtual Gateway
- Application Inbox Navigation Basics
- Managing Housing Applications Using Application Inbox

Please register your staff for *one* of the following classes:

Location1: Brockton Department of Mental Health Facility

Thursday, September 21, 9:00 a.m. to 12:00 p.m. **or**

Thursday, September 21, 1:00 p.m. to 4:00 p.m.

Location2: Worcester: Worcester State Hospital, Chapel Hall, Room 6B18, Bryan Building, 305 Belmont Street, Worcester

Monday, September 25, 9:00 a.m. to 12:00 p.m. **or**

Monday, September 25, 1:00 p.m. to 4:00 p.m.

Location3: Boston: China Trade Center, 1st Floor Conference Room, 2 Boylston Street, Boston

Tuesday, September 26, 9:00 a.m. to 12:00 p.m. **or**

Tuesday, September 26, 1:00 p.m. to 4:00 p.m.

Location4: Northampton: 2nd Floor Large Conference Room, Department of Mental Health Area Office, 1 Prince Street, Northampton

Wednesday, September 27, 9:00 a.m. to 12:00 p.m. **or**

Wednesday, September 27, 1:00 p.m. to 4:00 p.m.

Registration Procedures

Pre-registration is required. Classes are limited to the number of available seats at each training location. Registration is on a first-come, first-served basis. There is ample capacity to accommodate all LHA workers scheduled to go live in October, but classes will fill quickly and choice selection may be limited for those waiting to register later.

To register:

1. Identify the staff member(s) at your LHA that should attend
2. Identify which class each staff member would like to attend
3. Reply to this email message and include:
 - a. The name of your LHA
 - b. The number of staff members that will attend class
 - c. The class date, location, and time each staff member(s) wishes to attend training

You will receive a return email confirming staff enrollment. All registrations must be complete by September 15, 2006.

We are looking forward to seeing you in September for this exciting step of this important initiative!